

Opening Date: May 18, 2018
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 18-54
Monthly Salary: \$2,748 - 3,000.00*
Group/Class: B-15/2682
Travel %: 65%
Division/Department: WSC-Groundwater-Groundwater Monitoring
Number of Positions: 2
***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Groundwater Monitoring Specialist (Natural Resources Specialist I)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 180X – RL-Special Duty Officer (Oceanography), 6842 – Meteorology and Oceanography (METOC) Analyst Forecaster, 8831 – Environmental Engineering Management Officer, 9S100 - Scientific Applications Specialist, 680X – LDO-Meteorology/Oceanography or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf

Job Description Summary

Performs routine (journey-level) natural groundwater monitoring work in field and office environments. Position requires traveling throughout the state using agency vehicles to conduct well inventories, measure water levels, and collect field measurements and water samples for chemical analysis. Conducts research on potential well sites from the online Texas Water Development Board (TWDB) driller's report database and other sources for sampling and measuring. Enters, maintains, updates, and corrects data in TWDB's groundwater database. Provides data and/or information in response to public inquiries and assists other TWDB sections as needed. Assists team members in the TWDB Recorder Program and performs other duties as necessary. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Manager of Groundwater Monitoring.

Essential Job Functions

- Conducts statewide well inventories, measures water levels in wells, and collects water samples for lab analysis.
- Enters and proofreads data in the groundwater database.
- Maintains the groundwater database, paper files, and records.
- Provides data and/or replies to public inquiries for groundwater information.
- Demonstrates TWDB monitoring techniques to groundwater conservation districts.
- Conducts field work outside of the office for up to 65 percent of the time.
- Documents work performed through short reports, analysis papers, and creation of maps.
- Attends meetings and engages in TWDB committee activities as necessary.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

- May assist in the Recorder Program as needed to install and repair recorders, transmitters, solar panels, concrete pads, and other associated equipment.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in one of the natural sciences or a related field.
- One to two years' experience in natural resources work.
- Education and relevant experience may be substituted for one another on a year-for-year basis.

Preferred Qualifications

- Graduation from an accredited four-year college or university with coursework in Environmental Studies, Planning, Policy, or a related field.
- Previous work experience in natural resources collecting field data.
- Previous experience with GIS software and applications creating maps displaying environmental data.

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws and regulations relevant to the Groundwater Monitoring Department.
- Knowledge of geography, Texas geology, and hydrologic concepts.
- Knowledge of applicable local, state, and federal ordinances and laws.
- Knowledge of chemical and biological analysis techniques and procedures.
- Knowledge of botany, ecology, taxonomy, and hydrology.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in map-reading and use of hand-held GPS receivers.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to manage multiple tasks and schedule work to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 65% of the time, primarily within the State of Texas.
- Ability to communicate effectively with a variety of people in order to collect data, perform research, perform services, or engage in related activities.
- Ability to work alone in outdoors and remote locations.
- Ability to walk over various terrain while carrying field equipment weighing up to as much as 40 pounds in various weather conditions.

Job Vacancy Notice (cont.)

Posting number 18-54

- Ability to work efficiently in a team setting and to coordinate with other staff to ensure continuity and consistency.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to travel on scheduled and short notice trips.
- Ability to work 3 to 4 days out of the office on a weekly basis.
- Ability to travel on scheduled and short notice trips.

Remarks

- To be considered for this job, candidate must provide a copy of their unofficial transcripts with the State of Texas application.
- Submission of licensures and driving record must be submitted at the time of hire.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.